



# Town of Townsend

## Town Manager's Report

### For the August 9<sup>th</sup>, 2023, Town Council Meeting

**August 4, 2023**

**Dear Mayor and Council,**

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month however, it is intended to provide a briefing on activities.

#### **Human Resources**

I am in the reviewing and interviewing phase for the applications for the Administrative Assistant position and will have a resolution to hire as soon as possible.

#### **Public Works**

Public Works has made final revisions to the curb painting. Curb painting is on the regular Public Works schedule to be maintained.

The small gazebo at the Town Park has been repaired and repainted. The gazebo is very old and we are preparing to purchase a replacement and re-dedicate the pavilion.

There were a couple of wasps nests found at the Town Park. They were properly treated and removed and due to concerns with swarms leaving the nest, the Town Park was closed from 11am on 7/31- sunrise on 8/2. Thank you to all for their patience and understanding while the park was closed.

#### **Public Works Building/ Pole Barn/ Additional Town Properties**

RVE has completed the wetlands delineation at the Finley Street Town parcel is coordinating with the Army Corp of Engineers and New Castle County. Once additional information is received, it will be shared.

The new Town property has been purchased utilizing ARPA funds. The use of the property is to be determined. I am working with the Town Engineer to present concept plans for the location. There is a large tree on the property that will be removed as it may present a safety concern.

#### **Solar Speed Limit Signs**

As previously approved, the Town has received the CTF agreement to proceed with the solar speed limit signs. The Town has ordered eight signs from Radarsign to be funded by the CTF grant from Representative Spiegelman. The agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development
- ii. Northbound on Edgar Rd. in the Townsend Village Development
- iii. Southbound on South St. in the Townsend Village II Development
- iv. Northbound on South St. in the Townsend Village II Development
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town- Townsend Elementary School is right near this location and the Town has a priority for walkability and their placement would encourage safe travels to school, in accordance with the Town Comp Plan and WILMAPCO Walkability Study.
- vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
- vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town.
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs are continuing to be installed and will assist with traffic control and speeding concerns in Town.

### **Surface Water Matching Planning Grant.**

TE Van-Otoo and his team are continuing to work on this project. As previously discussed, and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Town's match for this project. The project continues to progress.

### **DeIDOT**

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4<sup>th</sup> at 5 pm at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website. We are awaiting DeIDOT's next steps on this project.

The TAP Grant application has been approved by DeIDOT. Additional details can be found below.

### **Annexation/Development**

I continue to work on the annexation of properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Both residential and commercial interest has been expressed and I am contacted often each month.

As discussed at the last few Town Council Meetings, The Planning Commission has made recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, and the map is being finalized to submit to PLUS for the amendment.

### **American Rescue Plan**

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections, and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems, and the purchase of property. We will continue to discuss ARPA at the coming meetings.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.26

#### Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000.00
- OPRT Irrigation Project Match= \$37,600.00
- Real Estate Purchase = \$96,414.29
- Total General= \$150,097.05

#### Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Total PW= \$53,900.00

#### Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$24,121.27.
- New Police radios- \$23,365.84

- Mobile police vehicle recording systems- \$34,560.00.
- Bonuses= \$1,500.00
- Park Cameras & 2-year contract= \$35,176.00
- TOTAL PD= \$118,723.11

**Overall Total Obligated= \$322,720.16**

**Total Remainder= 467,986.10 \*\*\*\***

**Anticipated in FY 2024 Budget:**

Capital Expenses - Pole Barn- \$200,000.00

Capital Expenses – Unassigned- \$303,162.1

**Town Events**

The Town of Townsend is hosting a **Back-to-School Event on 8/29/23 from 6pm- 9pm**. During this event, we will hand out school supplies to students in the area. To support this event, we are also holding a school supply drive at Town Hall. Please encourage your contacts to support this great cause!

**Charter Revisions**

As previously shared, the Charter revision bill has successfully gone through the House of Representatives and Senate and is currently awaiting the Governors signature and will go into effect upon signature. We are awaiting a date for the signing and whether or not it will be a public signing.

**Grants**

We have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975** to assist with the solar panel repair at Town Hall. Advanced Solar is completing the paperwork for Delmarva Power to allow us to receive credit for the electricity we are receiving from the panels.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study. This application will provide additional grant funding to hopefully lower the Town grant match amount. This has been approved and granted.
3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park’s Multipurpose and Baseball fields has been awarded to the Town. Town Council has committed to matching this with ARPA funds. We are finalizing the details for this work to go out to bid.
4. The DeIDOT TAP Grant application has been submitted to address sidewalks throughout the Town, a land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the Towns drainage system. I have received correspondence that DeIDOT was pleased with our application and is willing to work with us on efforts on Main Street requiring a match up to \$60,000. At the Town Council meeting on 12/7/22 Council agreed to match up to \$60,000.

We have met with DeIDOT officials in the beginning of February and again in April to talk through project priorities and their ability to fund the Town project. We have asked them to consider adding the review of sidewalk improvements to South Street to the project. We have officially received notice of what the project will focus on and the project will cover the following:

“The TAP project intends to focus on improving pedestrian accessibility and connections on and around Main Street as indicated in your application. Pending your sponsor participation, the TAP

award for this project will continue into PE design and construction phases with selected or prioritized items based on available funding. We will also investigate South Street as far as streetscape improvement options.”

We continue to await the total amount of funds to be received from DeIDOT and the final matching requirements with the addition of South Street to the continuation of the project. I have received confirmation that the match amount will be \$60,000 and I have been in contact with Representative Spiegelman and Senator Hoffner to request funding support for the match to this project. Both have graciously agreed to provide the match.

5. A federal grant opportunity for a feasibility study and preliminary engineering and design to explore safe railroad crossing options for the heart of Town.

**Administrative Matters \*\*\* As of 7/31/23**

**July Licenses Issued:**

Contractors Licenses Issued: 22  
Business Licenses Issued: 0  
Rental Licenses Issued: 0

**July Permits:**

10 permits issued.  
14 permits closed and issued a final approval letter.  
7 permits closed and issued a Certificate of Occupancy  
25 Inspections Completed

**July Violations Issued:**

31 violation notices issued to include topics such as the following:

- Unpermitted Work
- Unsanitary conditions
- Overgrown weeds
- Work without contractor’s license

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact me directly at Town Hall 302-378-8082 or via email at [atantillo@townsend.delaware.gov](mailto:atantillo@townsend.delaware.gov).

Sincerely,

*Antonina Tantillo*

Antonina Tantillo, MPA  
Town Manager, Town of Townsend